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| Center Name: |  | Date of Hire: |  |
| Staff Name: |  | Position: |  |

**Please attach a recent DCF Transcript showing the completed trainings and enter the completion dates in the** [**VPK Readiness Rate Website**](https://vpk.fldoe.org/)**.**

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| TIME FRAME |  | REQUIRED TRAINING | DATE COMPLETED | ELC | NOTES |
| Must be completed **BEFORE** start of VPK Program Year |  | STANDARDS FOR 4 YEAR OLDS  *(Instructor Led)* |  |  | If new VPK staff members are hired after the VPK program has begun, these trainings must be completed within **ONE MONTH** of hire. |
|  | HOW TO ADMINISTER THE FLORIDA VPK ASSESSMENT  *(Instructor Led)* |  |  |
|  | EMERGENT LITERACY FOR VPK INSTRUCTORS  *(Online)* |  |  |
|  | LANGUAGE AND VOCABULARY IN THE VPK CLASSROOM  *(Online)* |  |  |

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| TIME FRAME |  | REQUIRED TRAINING | DATE COMPLETED | ELC | NOTES |
| Fall Programs between **Sept & Dec** Summer Programs: **July** |  | INTEGRATING THE STANDARDS: PHONOLOGICAL AWARENESS  *(Instructor Led)* |  |  | If new VPK staff members are hired after the VPK program has begun, these trainings must be completed within **THREE MONTHS** of hire. |
|  | VPK ASSESSMENT INSTRUCTIONAL IMPLICATIONS  *(Instructor Led)* |  |  |

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| DATE |  | ADDITIONAL TRAININGS/MEETINGS ATTENDED | DATE COMPLETED | ELC | NOTES |
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| **ALL REQUIRED TRAINING COMPLETE** | |
| Yes | No |
| Date Monitored: |  |
| ELC Staff Signature: |  |